

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 July 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 10 - 17 July 1956

1. The OTR Registrar called about providing tutorial tradecraft training for an FE/PP person. In light of the fact that [] is still on active military duty and will be conducting the two-week tradecraft coverage in Operations Support upon his return 23 July, and will then be concerned with leaving the country, it was recommended that the Operations School be called upon to provide this training.

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2. Mr. [] asked if we could accommodate some 16 JOTs during the first week of Operations Support as part-time auditors. They would be present for lectures when not otherwise occupied in testing, processing or interviews. The lectures would serve to acquaint them with some agency terminology during this interim waiting week. However, due to the unfavorable effect first week auditors have on the rest of the class (see Weekly Report, 6 June) and the impossibility of adequately segregating students due to a small class room, this plan was rejected.

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3. Mr. [] briefed a foreign national on the support functions relative to an intelligence organization. Mr. [] the sponsoring instructor, said the briefing was very well handled.

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4. Room 166 in [] is being equipped as an office and Mr. [] and Mr. [] will move to it as soon as safe space is available. They will share the office for two months with one instructor from Clerical Training. After that, one more member of this staff will move in.

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5. Mr. [] has returned from a week's vacation.

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cc: []

25 YEAR RE-REVIEW

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